Portable Document Format

All pleadings must be filed in portable document format (PDF). Users must have access to software that will allow them to both view and convert word processor documents to PDF.

When selecting the PDF document for posting using the ECF system, users should preview the document to ensure that the correct document was selected, that all pages of the image are properly oriented on the screen, and that all pages have been included.

How to View a PDF File Using Adobe Acrobat Reader or Adobe Acrobat*

• Start the Adobe Acrobat program.

• Go to the *File* menu and choose *Open*.

• Locate the PDF file to be viewed, click on the file's icon, and then click on **[Open]**. Adobe will load the file and display it on the screen. In the alternative, double click on the file icon.

• Use the scroll bars to move through the document.

• Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate.

* Use of Adobe Acrobat is not required by the court; other programs are available. Please note that non-Acrobat programs used to view PDF documents may function differently than described above. Therefore, refer to the instructions for your software package for details.

How to Convert Document to PDF Format

You must convert all of your documents to a portable document format (PDF) before you can file them through the ECF system. The conversion process requires special software such as Adobe Acrobat (full package), FinePrint pdfFactory or PDF 995.

> **Note:** **WordPerfect (WP) version 9 or higher will allow the user to convert WP documents to PDF format without obtaining additional software. Some versions of Microsoft Word and OpenOffice also possess this capability.**

The following instructions are for use with Adobe Acrobat (full package), FinePrint pdfFactory, or word processing software other than Word Perfect version 9 or higher:

- Install software that will convert documents to a PDF format on your computer.

- Open the saved word processing document to be converted.

- Select the *print* option (generally found in the File menu), and in the dialog box, select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

> Note: It may be necessary to find the printer selection option elsewhere depending on the word processing program being used.

- Select **Adobe PDFWriter, Acrobat Distiller,** or **FinePrint pdfFactory***

> Note: *You must have either Adobe Acrobat or FinePrint pdfFactory installed on your computer to see these options.

- Click the **[Print]** button. The file will not actually print; instead the option to save the file as a PDF format file appears.
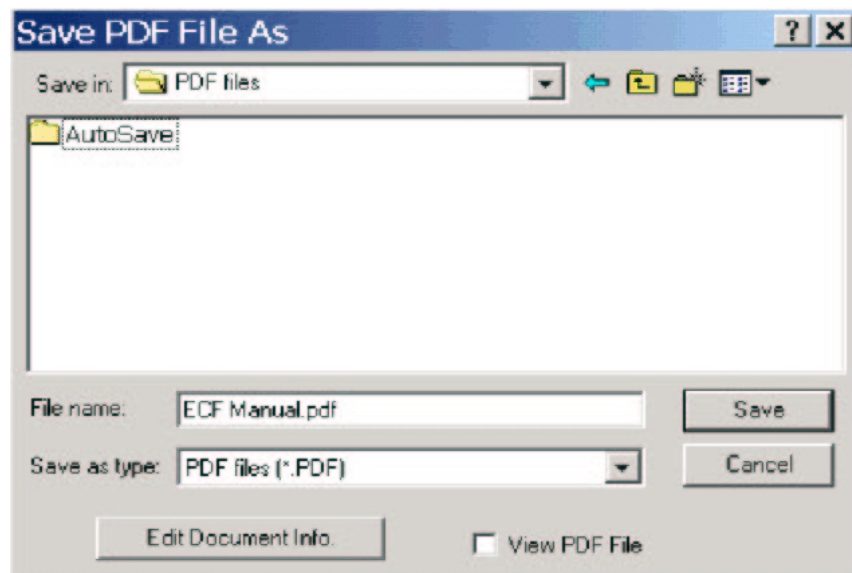
- Make a note of the file location so that you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window and choosing the appropriate drive or folder.

- Name the file, save as type .PDF (.PDF is generally the default setting), and click the **[Save]** button.